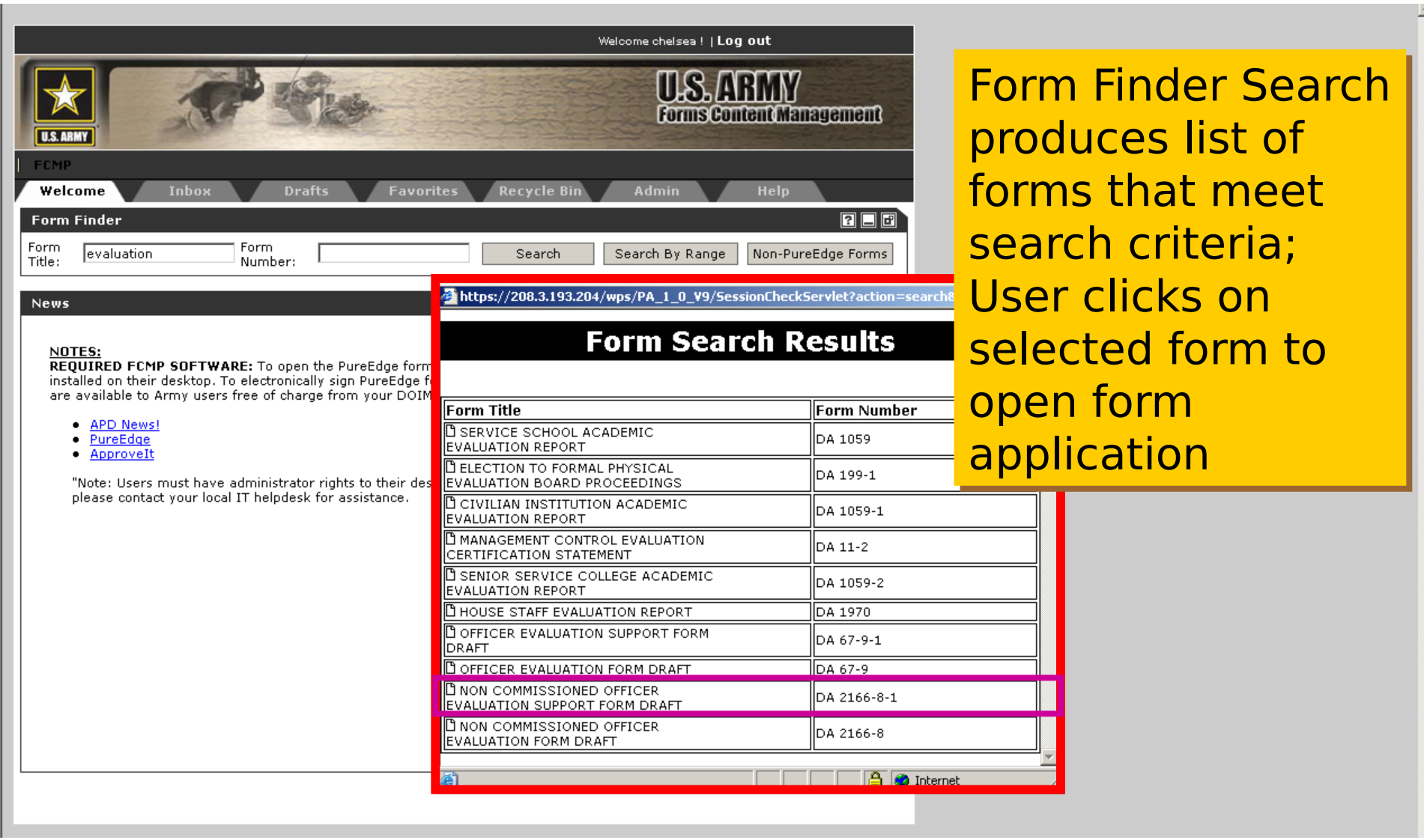
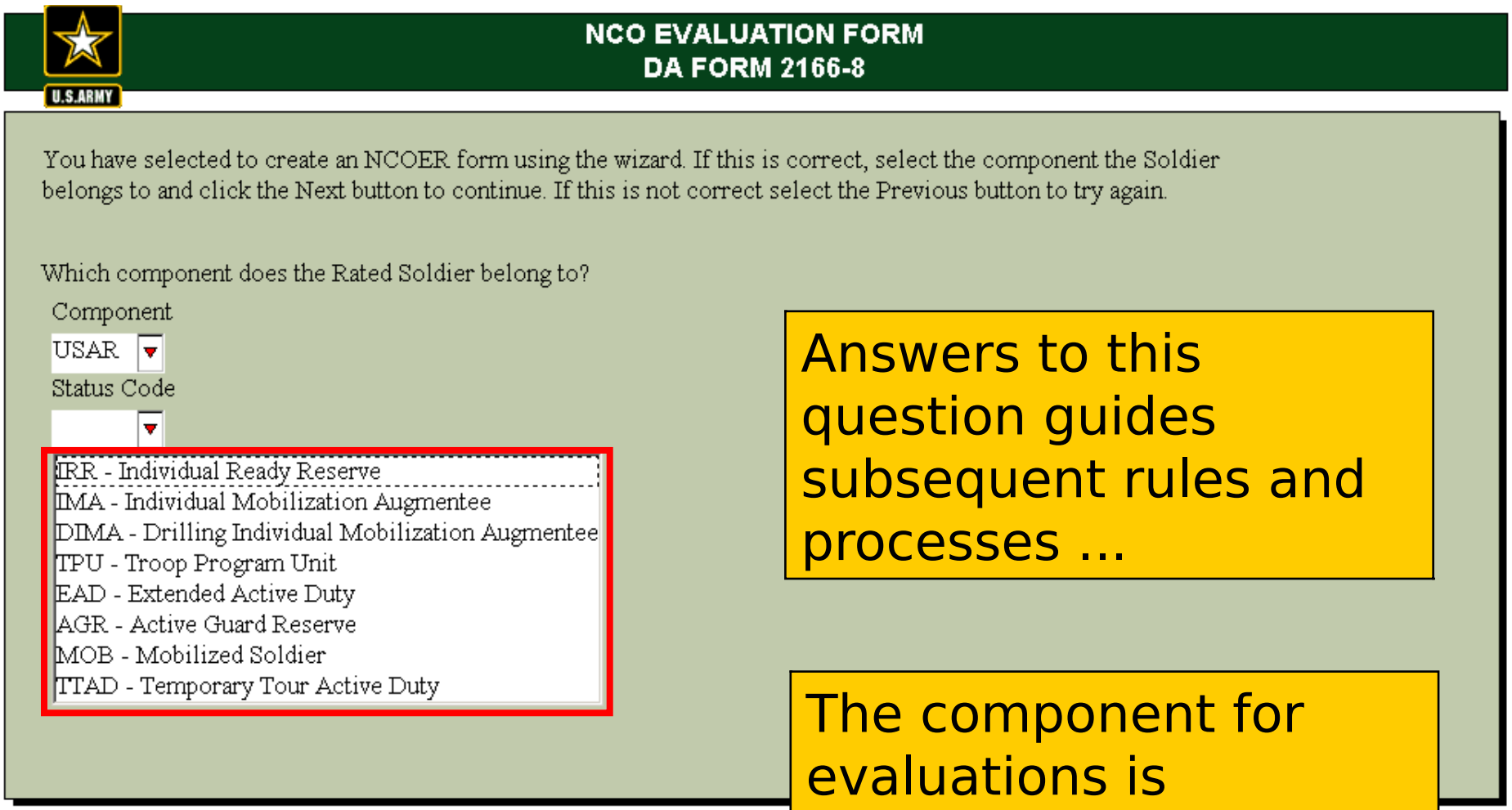
Electronic Military Evaluations: Training Package

Section 5: FCMP Evaluation Forms

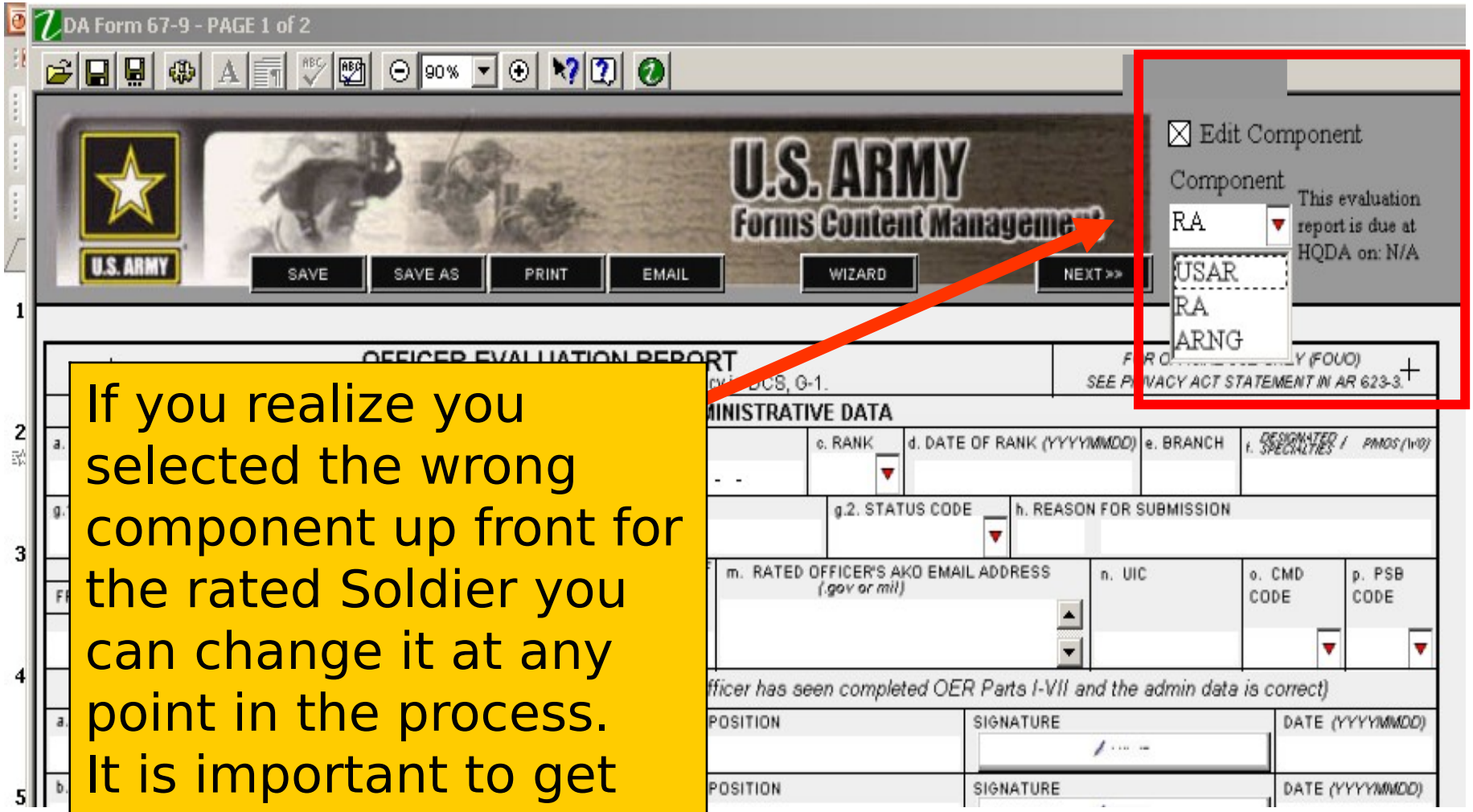


Form Finder Search produces list of forms that meet search criteria; User clicks on selected form to open form application

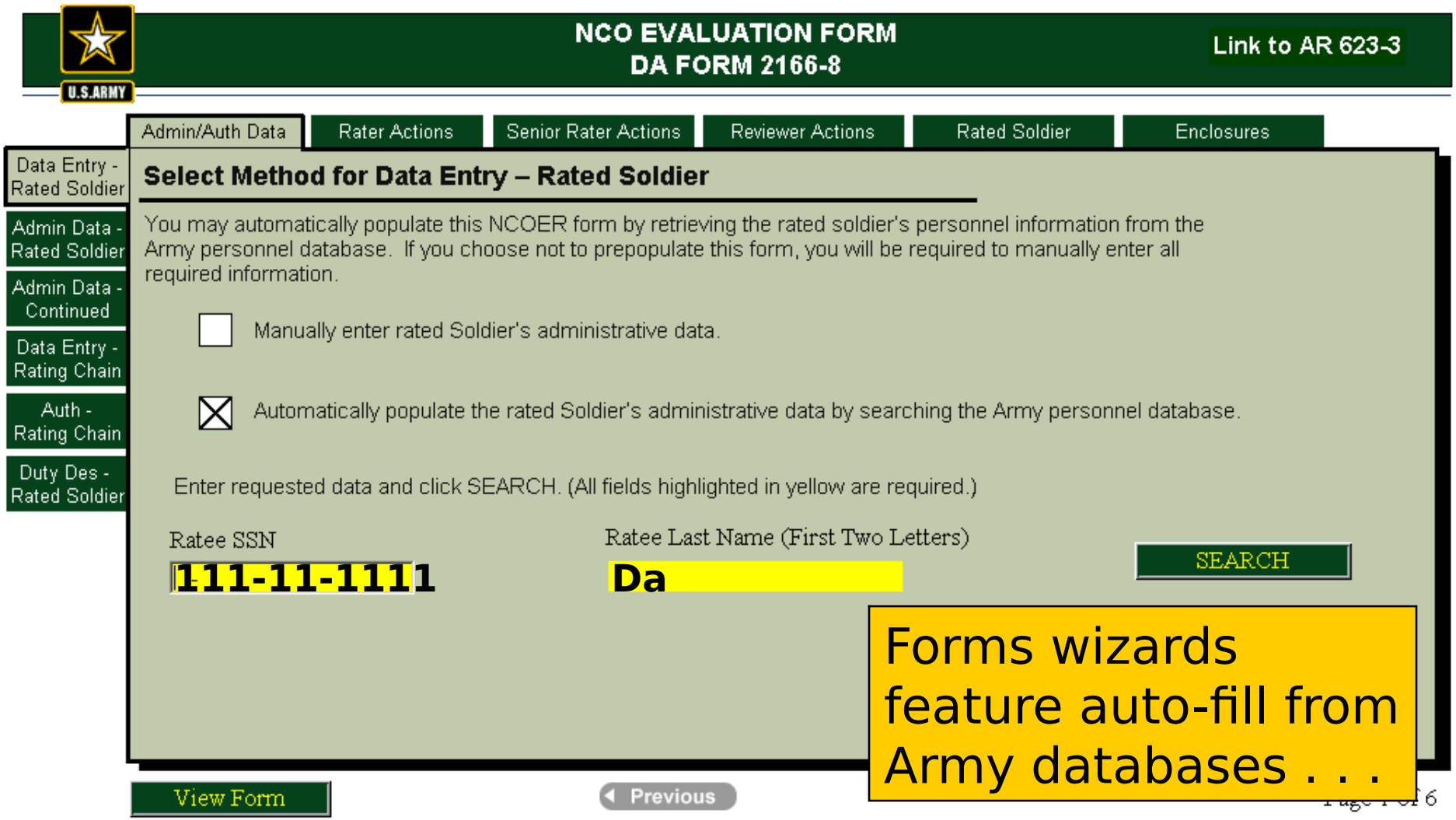

NCO EVALUATION FORM
DA FORM 2166-8
U.S.ARMY
You have selected to create an NCOER form using the wizard. If this is correct, select the component the Soldier belongs to and click the Next button to continue. If this is not correct select the Previous button to try again.
Which component does the Rated Soldier belong to?
Component
USAR
Status Code
IRR - Individual Ready Reserve
IMA - Individual Mobilization Augmentee
DIMA - Drilling Individual Mobilization Augmentee
TPU - Troop Program Unit
EAD - Extended Active Duty
AGR - Active Guard Reserve
MOB - Mobilized Soldier
TTAD - Temporary Tour Active Duty
Previous

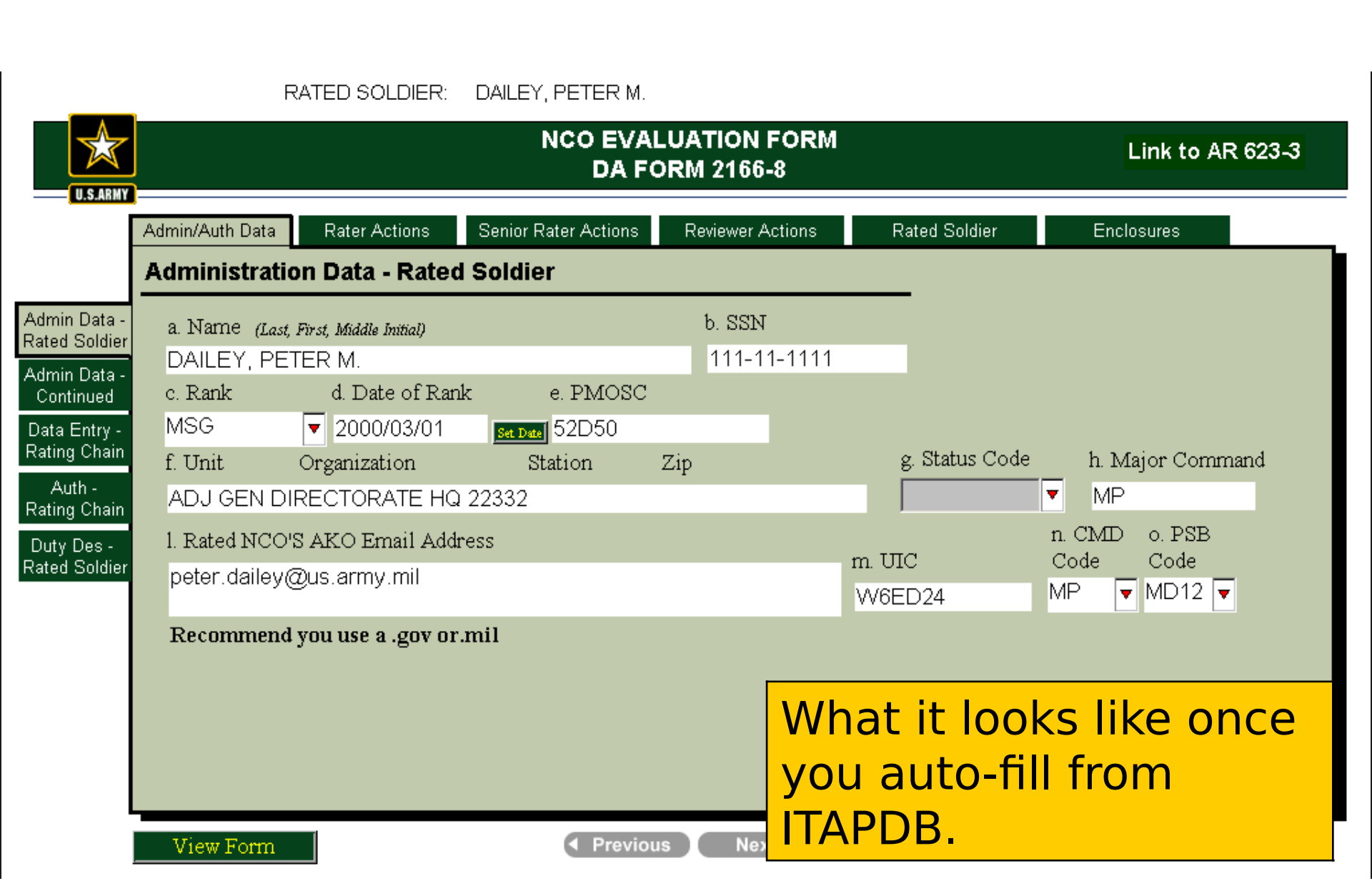
Answers to this question guides subsequent rules and processes ...

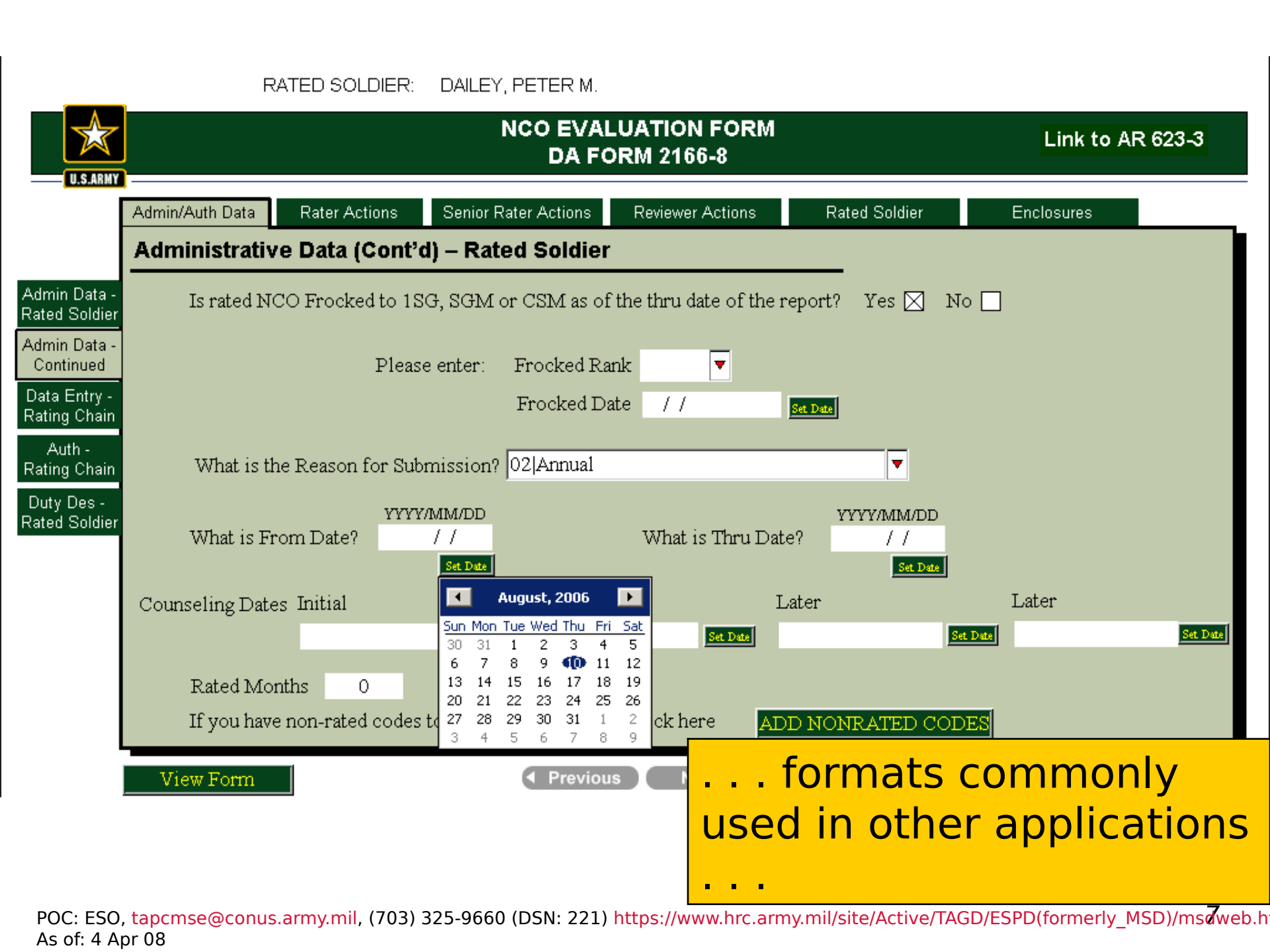
The component for evaluations is established by where the Soldier gets promoted.



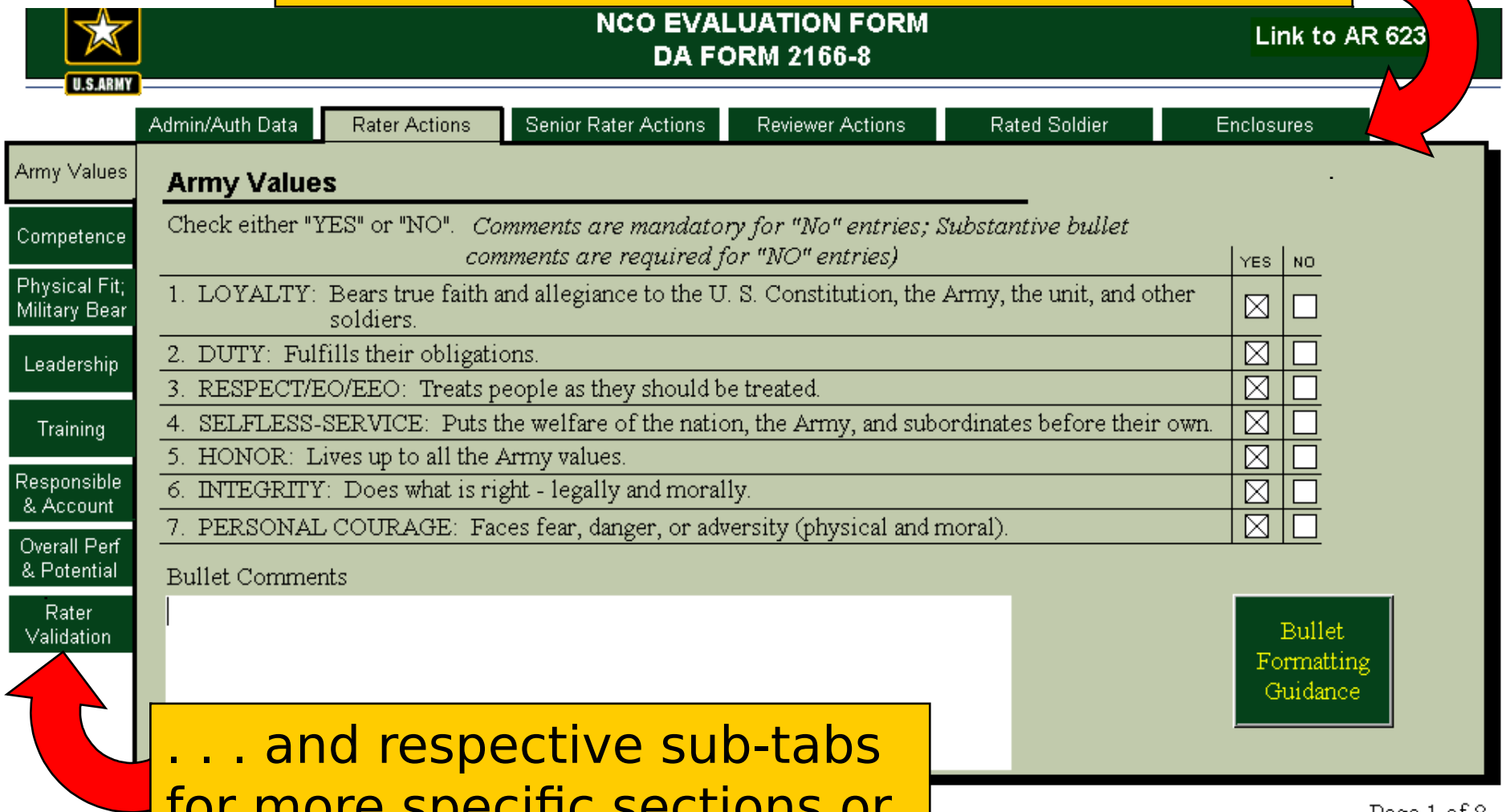
If you realize you selected the wrong component up front for the rated Soldier you can change it at any point in the process. It is important to get the correct component as that guides subsequent rules and submission instructions.


NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Data Entry - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Select Method for Data Entry – Rated Soldier
You may automatically populate this NCOER form by retrieving the rated soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.
Manually enter rated Soldier's administrative data.
Automatically populate the rated Soldier's administrative data by searching the Army personnel database.
Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)
Ratee SSN
111-11-1111
Ratee Last Name (First Two Letters)
Da
SEARCH
Forms wizards feature auto-fill from Army databases . . .
View Form
Previous

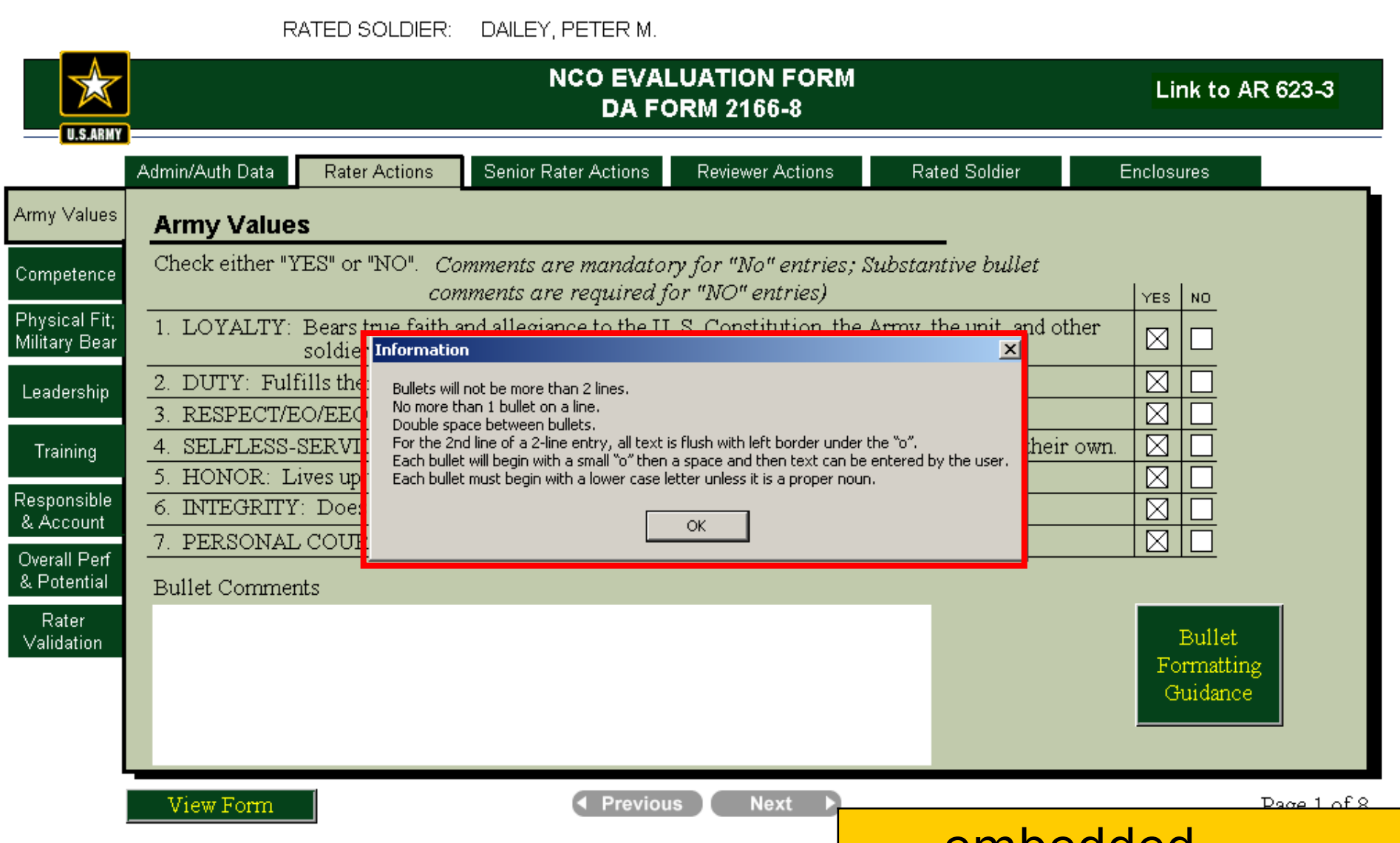

RATED SOLDIER: DAILEY, PETER M.
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Administration Data - Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
a. Name (Last, First, Middle Initial)
DAILEY, PETER M.
b. SSN
111-11-1111
c. Rank
MSG
d. Date of Rank
2000/03/01
Set Date
e. PMOSC
52D50
f. Unit Organization Station Zip
ADJ GEN DIRECTORATE HQ 22332
g. Status Code
h. Major Command
MP
l. Rated NCO'S AKO Email Address
peter.dailey@us.army.mil
m. UIC
W6ED24
n. CMD Code
MP
o. PSB Code
MD12
Recommend you use a .gov or.mil
What it looks like once you auto-fill from ITAPDB.
View Form
Previous


RATED SOLDIER: DAILEY, PETER M.
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Administrative Data (Cont'd) – Rated Soldier
Admin Data - Rated Soldier
Admin Data - Continued
Data Entry - Rating Chain
Auth - Rating Chain
Duty Des - Rated Soldier
Is rated NCO Frocked to 1SG, SGM or CSM as of the thru date of the report? Yes No
Please enter: Frocked Rank
Frocked Date / / Set Date
What is the Reason for Submission? 02|Annual
YYYY/MM/DD
What is From Date? / / Set Date
YYYY/MM/DD
What is Thru Date? / / Set Date
August, 2006
Sun Mon Tue Wed Thu Fri Sat
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9
Counseling Dates Initial
Later
Later
Set Date
Rated Months 0
If you have non-rated codes to ck here
ADD NONRATED CODES
View Form
Previous
. . . formats commonly used in other applications . . .

. . . A forms wizard with navigation tabs for user roles and major sections . . .

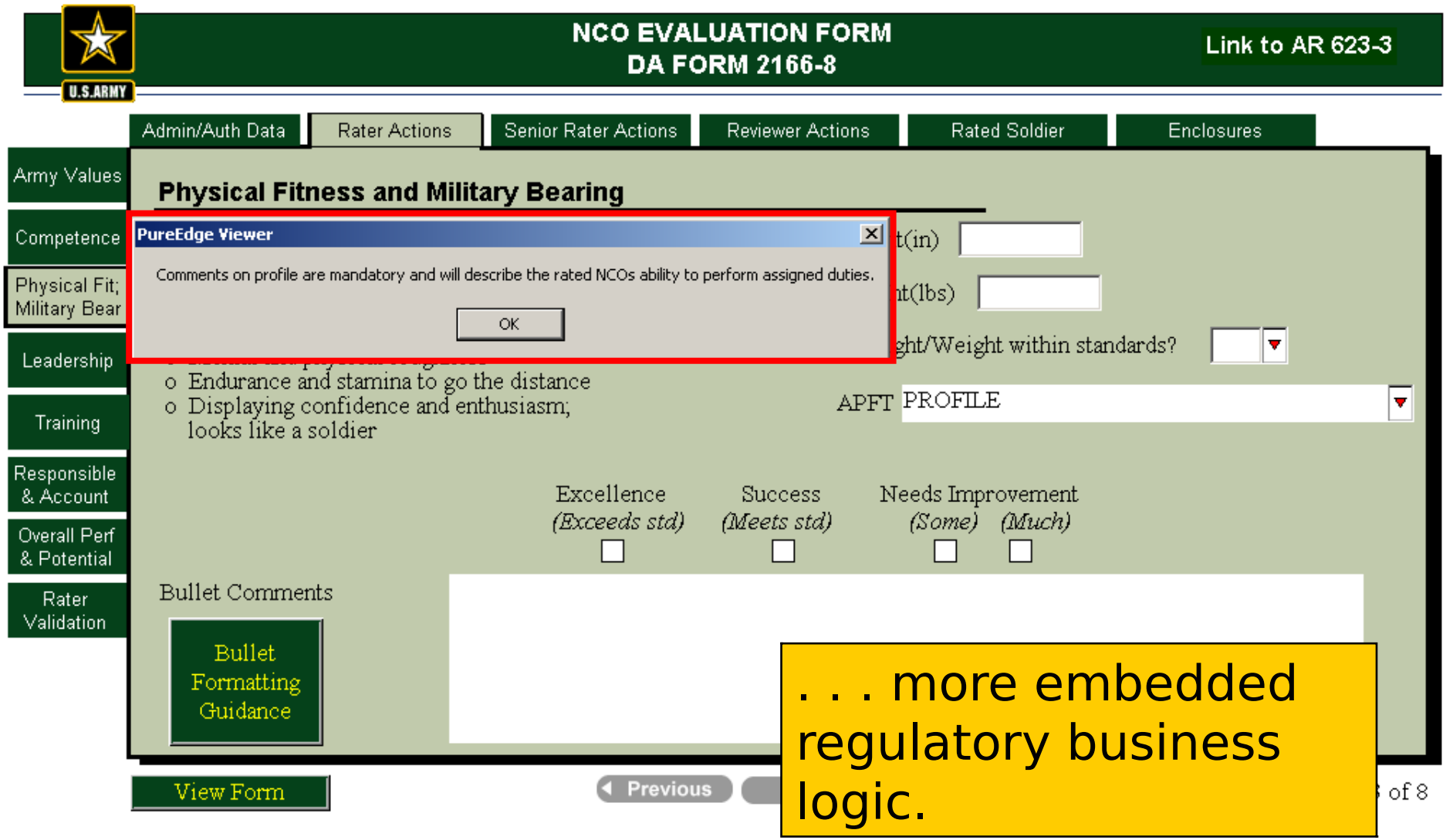

NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Army Values
Check either "YES" or "NO". Comments are mandatory for "No" entries; Substantive bullet comments are required for "NO" entries)
YES
NO
1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.
2. DUTY: Fulfills their obligations.
3. RESPECT/EO/EEO: Treats people as they should be treated.
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.
5. HONOR: Lives up to all the Army values.
6. INTEGRITY: Does what is right - legally and morally.
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).
Bullet Comments
Bullet Formatting Guidance

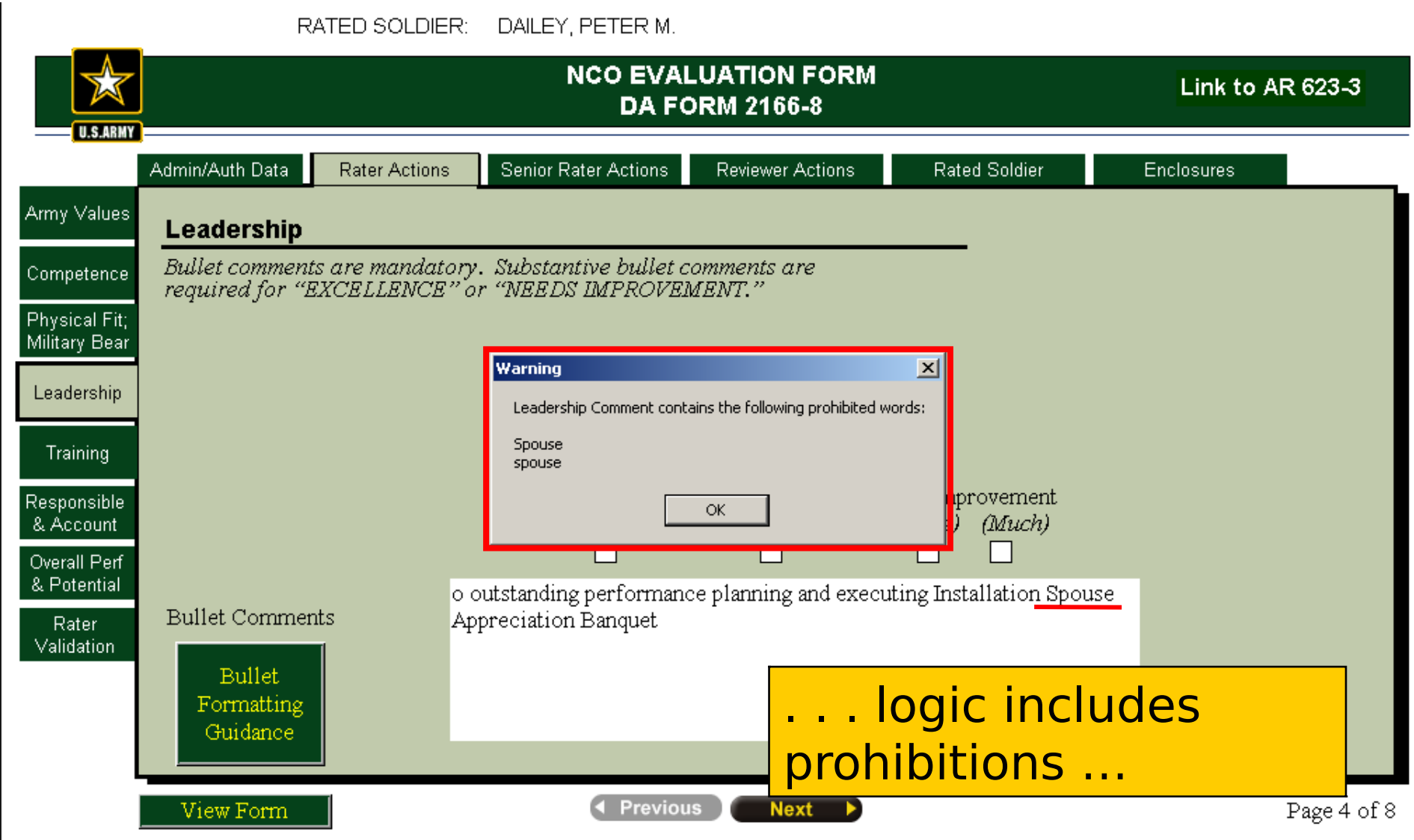
. . . and respective sub-tabs for more specific sections or functions . . .

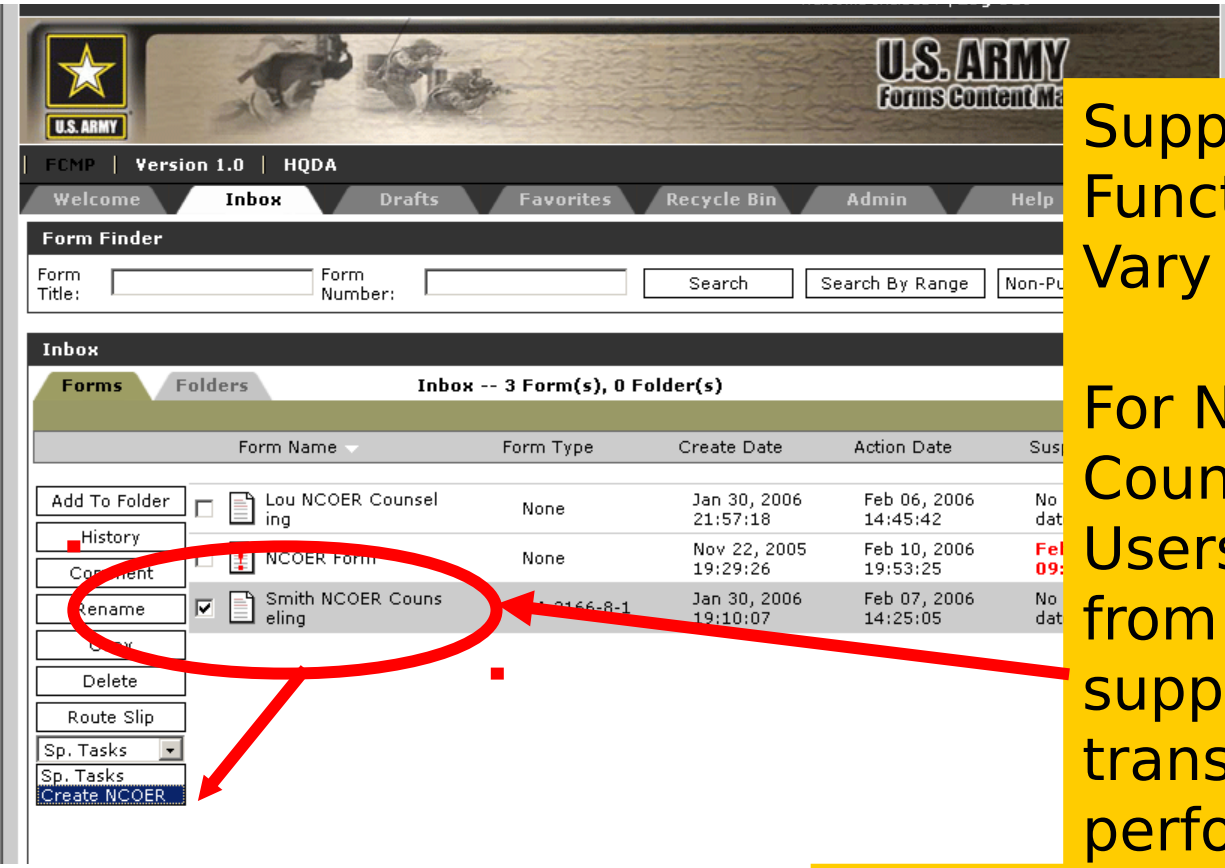

RATED SOLDIER: DAILEY, PETER M.
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Army Values
Check either "YES" or "NO". Comments are mandatory for "No" entries; Substantive bullet comments are required for "NO" entries)
YES
NO
1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldie
2. DUTY: Fulfills the
3. RESPECT/EO/EE
4. SELFLESS-SERVI
5. HONOR: Lives up
6. INTEGRITY: Doe
7. PERSONAL COU
their own.
Information
Bullets will not be more than 2 lines.
No more than 1 bullet on a line.
Double space between bullets.
For the 2nd line of a 2-line entry, all text is flush with left border under the "o".
Each bullet will begin with a small "o" then a space and then text can be entered by the user.
Each bullet must begin with a lower case letter unless it is a proper noun.
OK
Bullet Comments
Bullet Formatting Guidance
View Form
Previous
Next
Page 1 of 8

. . . embedded regulatory business logic.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.
As of: 4 Apr 08


NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
U.S.ARMY
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Physical Fitness and Military Bearing
PureEdge Viewer
Comments on profile are mandatory and will describe the rated NCOs ability to perform assigned duties.
OK
t(in)
ht(lbs)
ght/Weight within standards?
o Endurance and stamina to go the distance
o Displaying confidence and enthusiasm; looks like a soldier
APFT PROFILE
Excellence (Exceeds std)
Success (Meets std)
Needs Improvement (Some) (Much)
Bullet Comments
Bullet Formatting Guidance
View Form
Previous
of 8
. . . more embedded regulatory business logic.

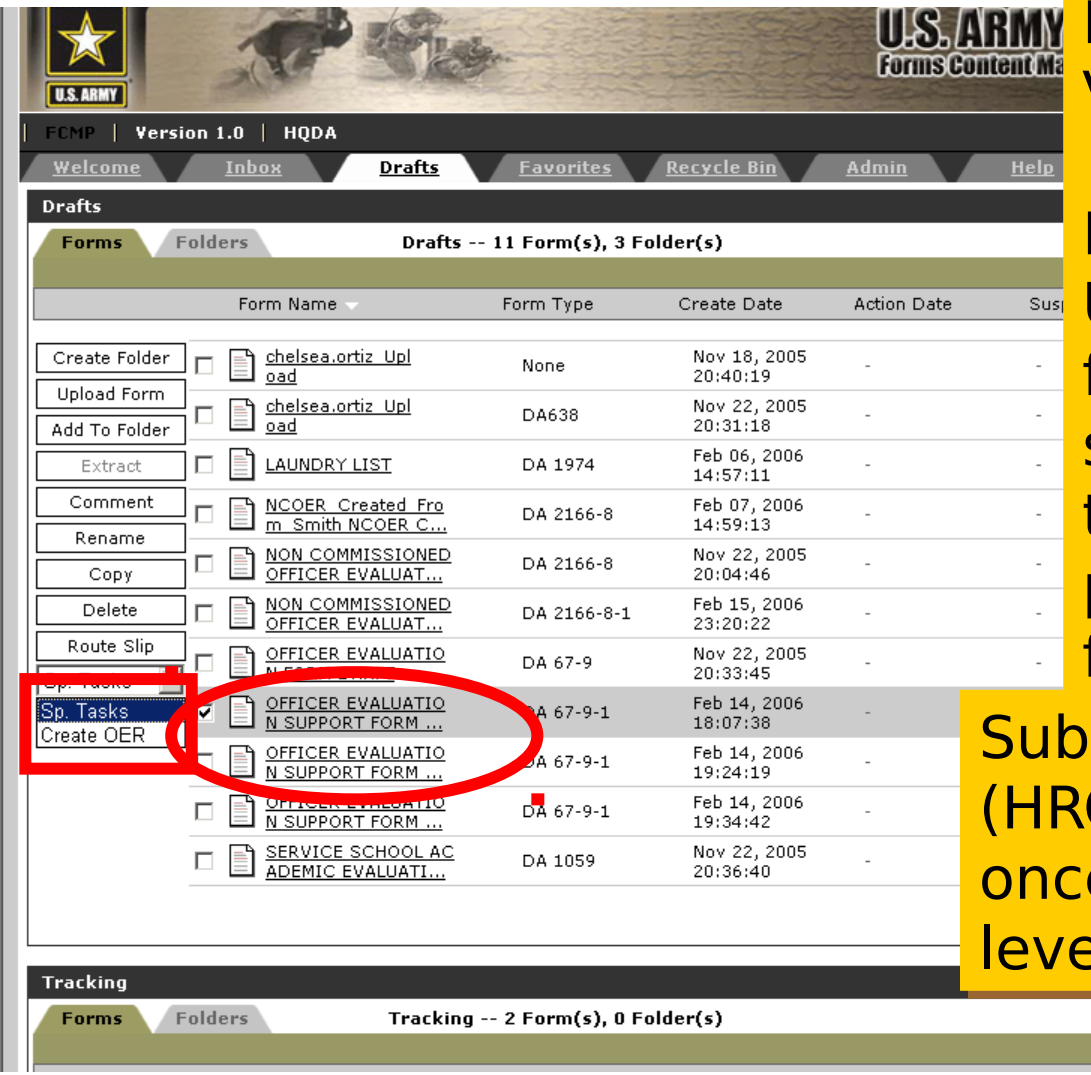

RATED SOLDIER: DAILEY, PETER M.
U.S.ARMY
NCO EVALUATION FORM
DA FORM 2166-8
Link to AR 623-3
Admin/Auth Data
Rater Actions
Senior Rater Actions
Reviewer Actions
Rated Soldier
Enclosures
Army Values
Competence
Physical Fit; Military Bear
Leadership
Training
Responsible & Account
Overall Perf & Potential
Rater Validation
Leadership
Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."
Warning
Leadership Comment contains the following prohibited words:
Spouse
spouse
OK
(Much)
Bullet Comments
o outstanding performance planning and executing Installation Spouse Appreciation Banquet
Bullet Formatting Guidance
. . . logic includes prohibitions ...
View Form
Previous
Next
Page 4 of 8



Supporting Task Functions:
Vary with each form.

For NCOER Spt & Counseling Forms:
Users can create NCOER from a completed support form; directly transfers admin and performance data to the

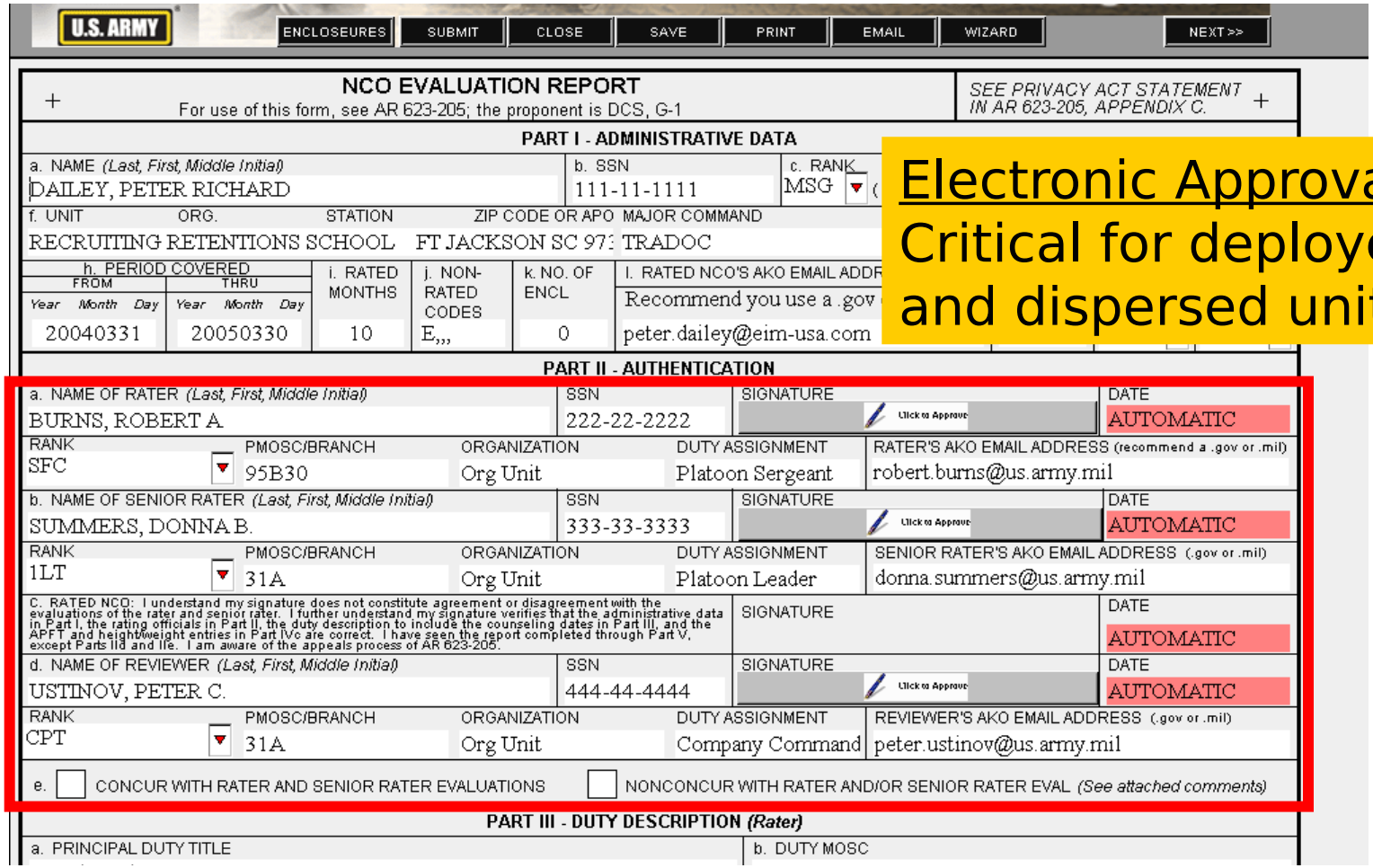
Submit NCOER electronically to (HRC) HQDA level processing once completed at unit level. (All NCOER except ARNG NCOERS which go to State/Territory POCs.)



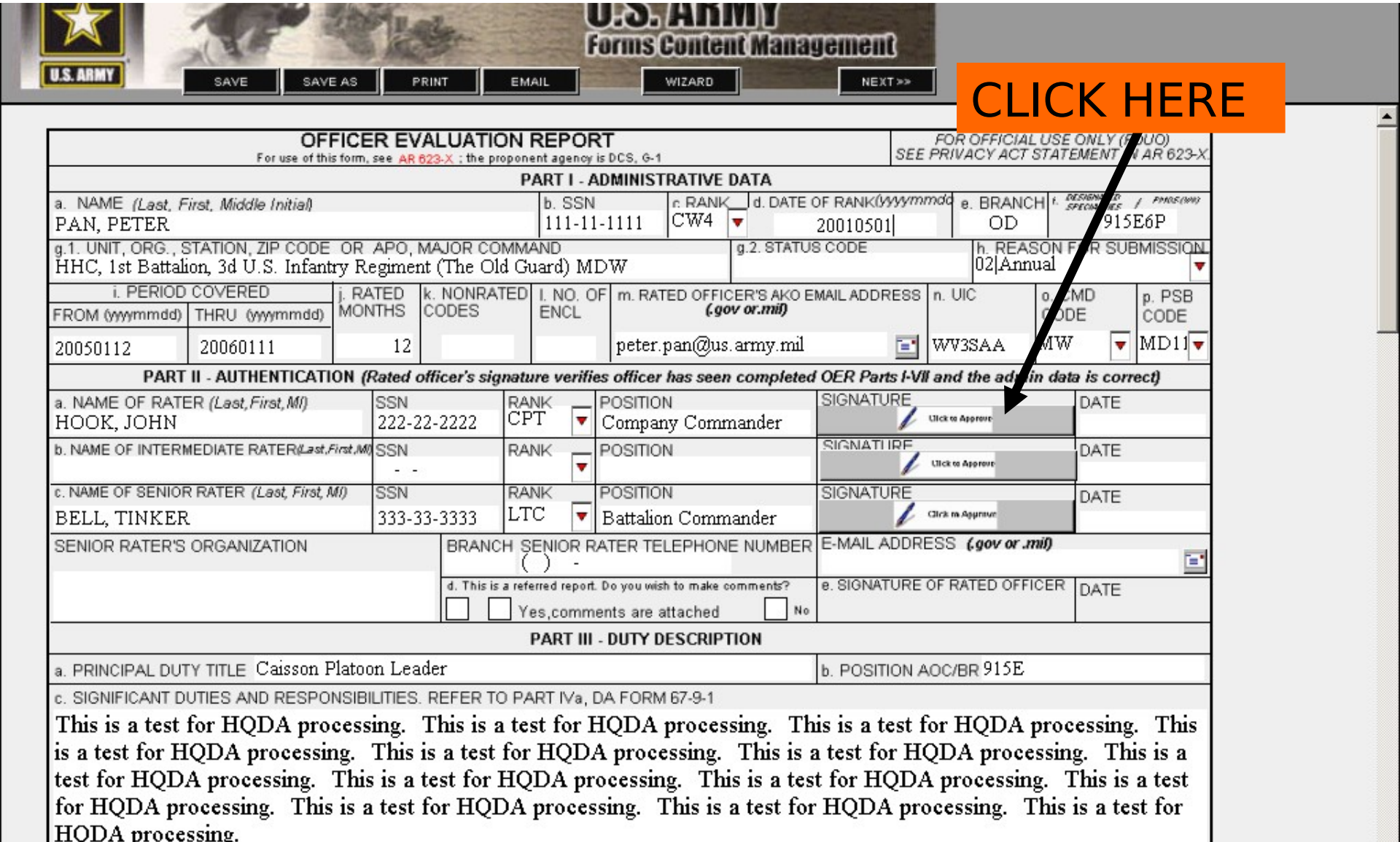
Supporting Task Functions:
Vary with each form.

For OER Spt Forms:
Users can create OER from a completed support form; directly transfers admin and performance data to the final evaluation.

Submit OER electronically to (HRC) HQDA level processing once completed at unit level.



Electronic Approvals: Critical for deployed and dispersed units.



OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1

FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK(YYYYMMDD)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS(MI)
PAN, PETER	111-11-1111	CW4	20010501	OD	915E6P

g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g.2. STATUS CODE	h. REASON FOR SUBMISSION
HHC, 1st Battalion, 3d U.S. Infantry Regiment (The Old Guard) MDW		02 Annual

i. PERIOD COVERED FROM (YYYYMMDD)	i. PERIOD COVERED THRU (YYYYMMDD)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or.mil)	n. UIC	o. CMD CODE	p. PSB CODE
20050112	20060111	12			peter.pan@us.army.mil	WV3SAA	MW	MD11

PART II - AUTHENTICATION *(Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)*

a. NAME OF RATER (Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
HOOK, JOHN	222-22-2222	CPT	Company Commander	Click to Approve	
b. NAME OF INTERMEDIATE RATER(Last,First,MI)	SSN	RANK	POSITION	SIGNATURE	DATE
	- -			Click to Approve	
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
BELL, TINKER	333-33-3333	LTC	Battalion Commander	Click to Approve	

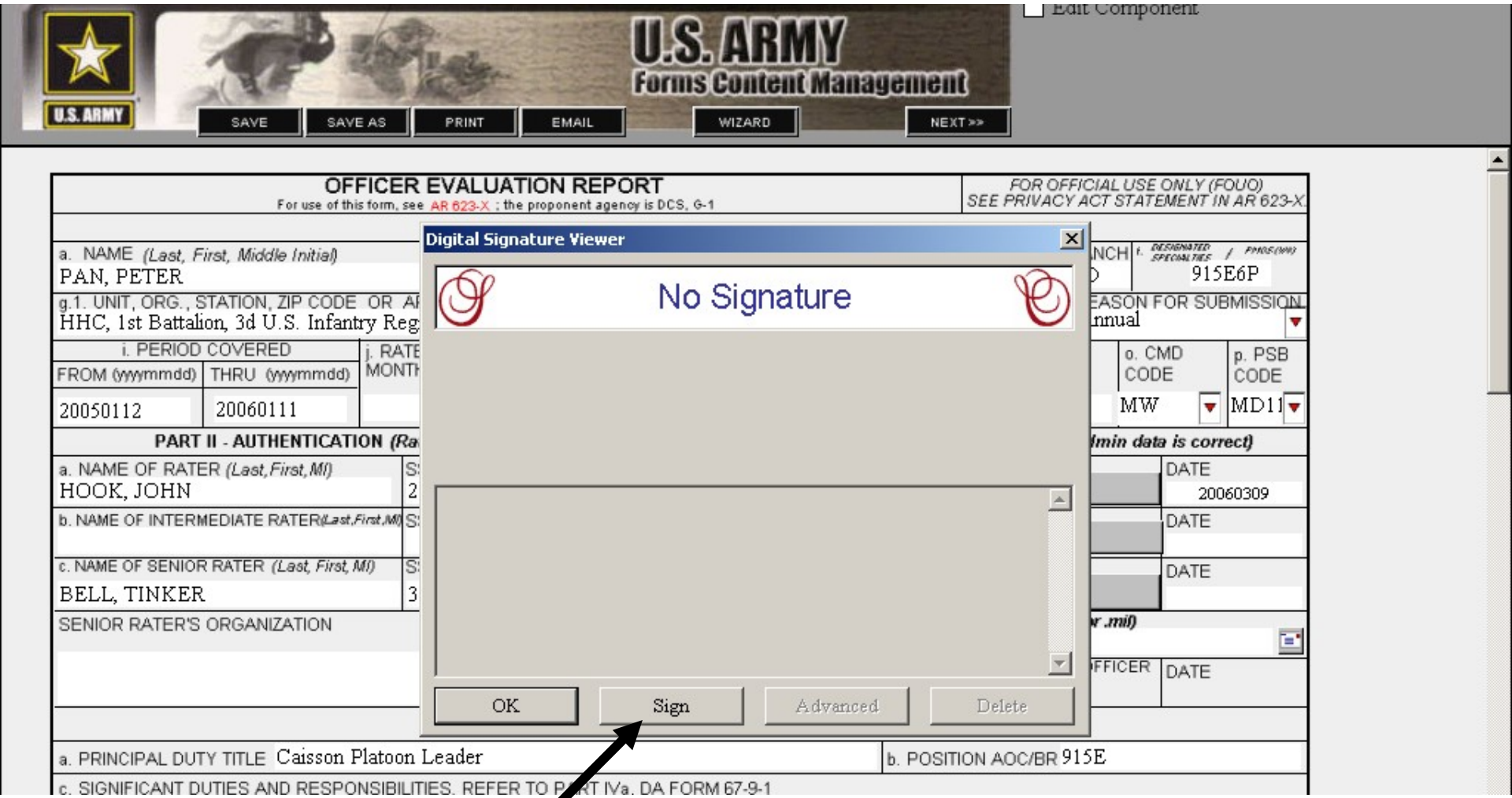
SENIOR RATER'S ORGANIZATION	BRANCH SENIOR RATER TELEPHONE NUMBER ( ) -	E-MAIL ADDRESS (.gov or .mil)	
	d. This is a referred report. Do you wish to make comments? ☐ Yes,comments are attached ☐ No	e. SIGNATURE OF RATED OFFICER	DATE

PART III - DUTY DESCRIPTION

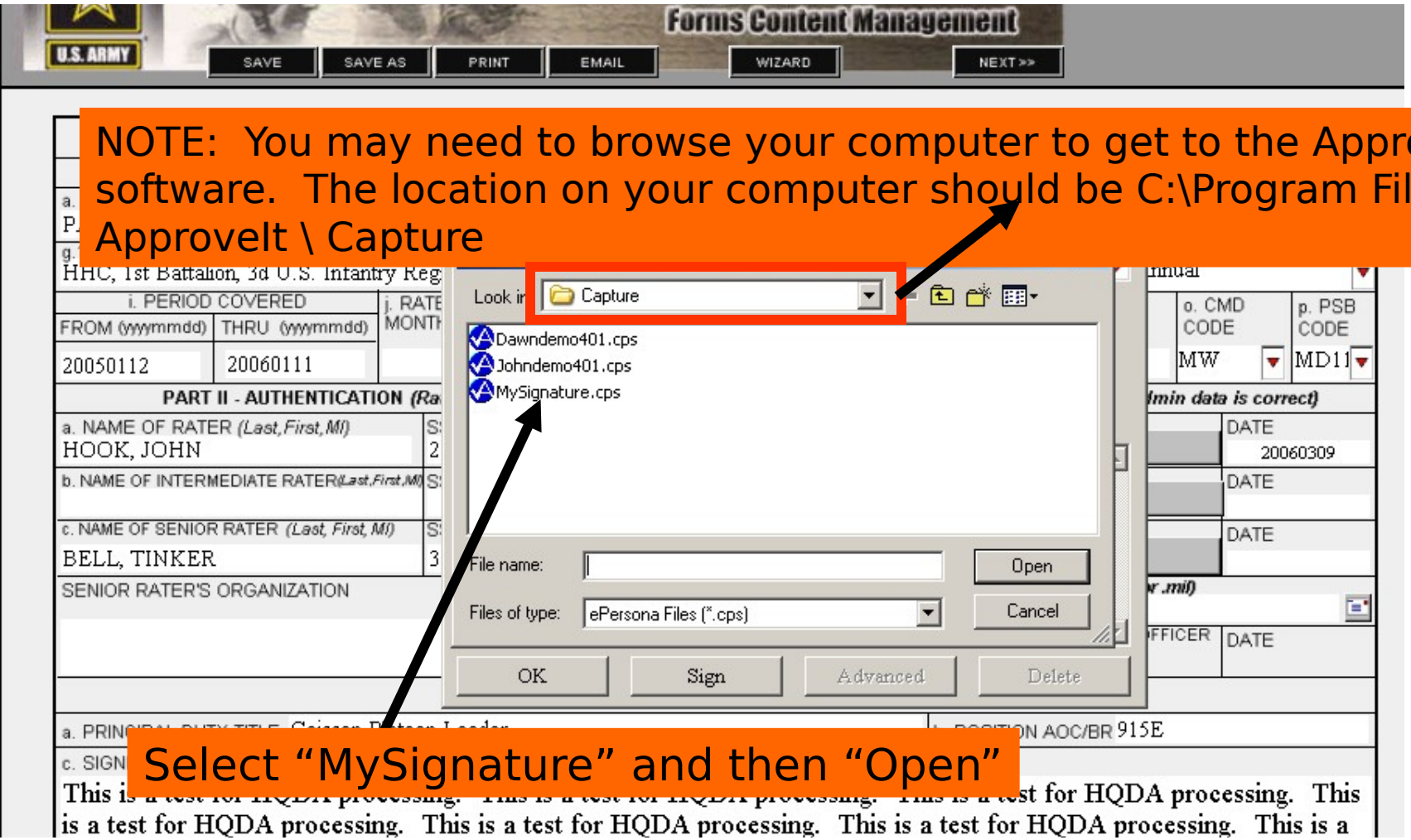
a. PRINCIPAL DUTY TITLE	b. POSITION AOC/BR
Caisson Platoon Leader	915E

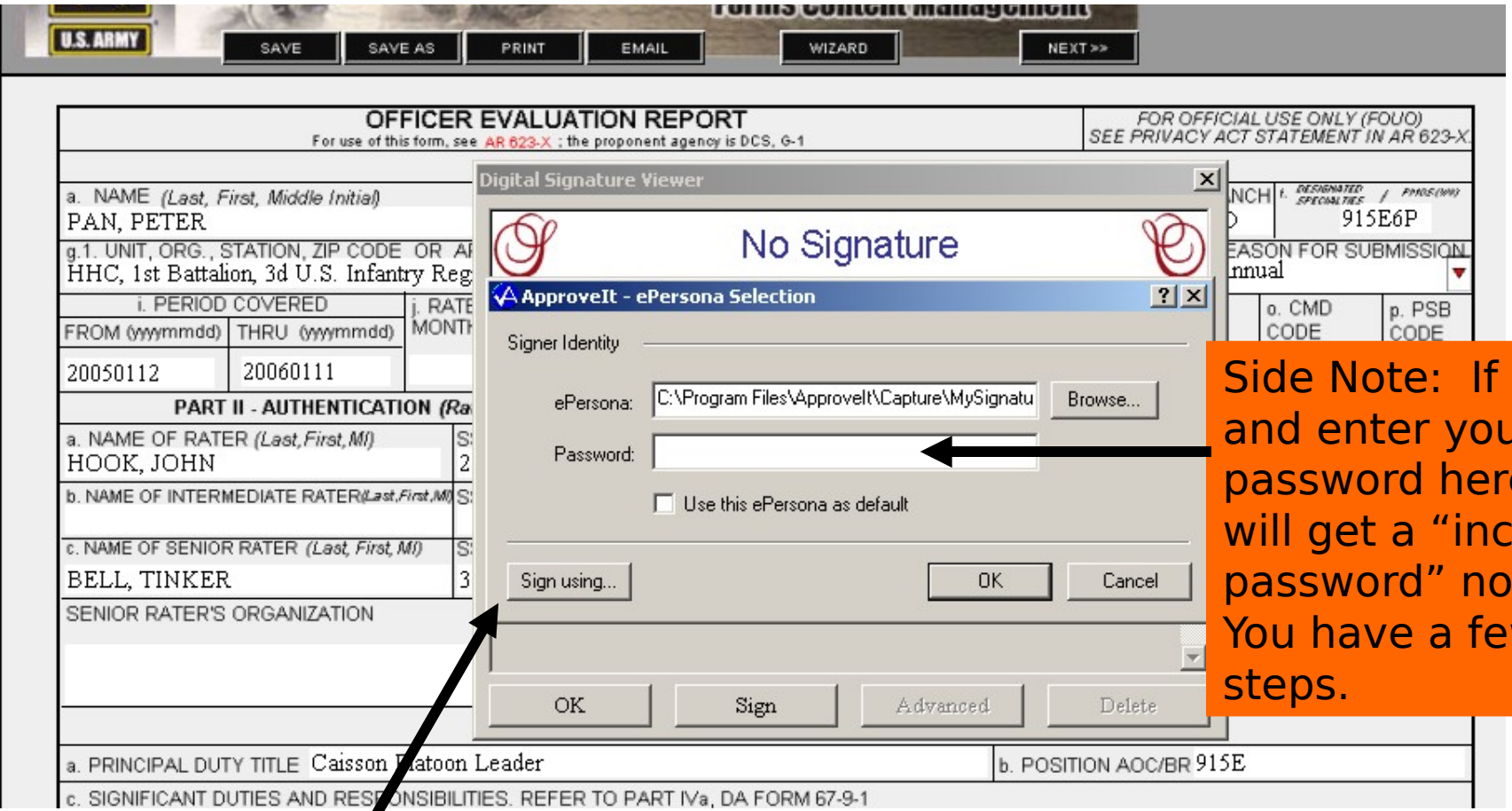
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.



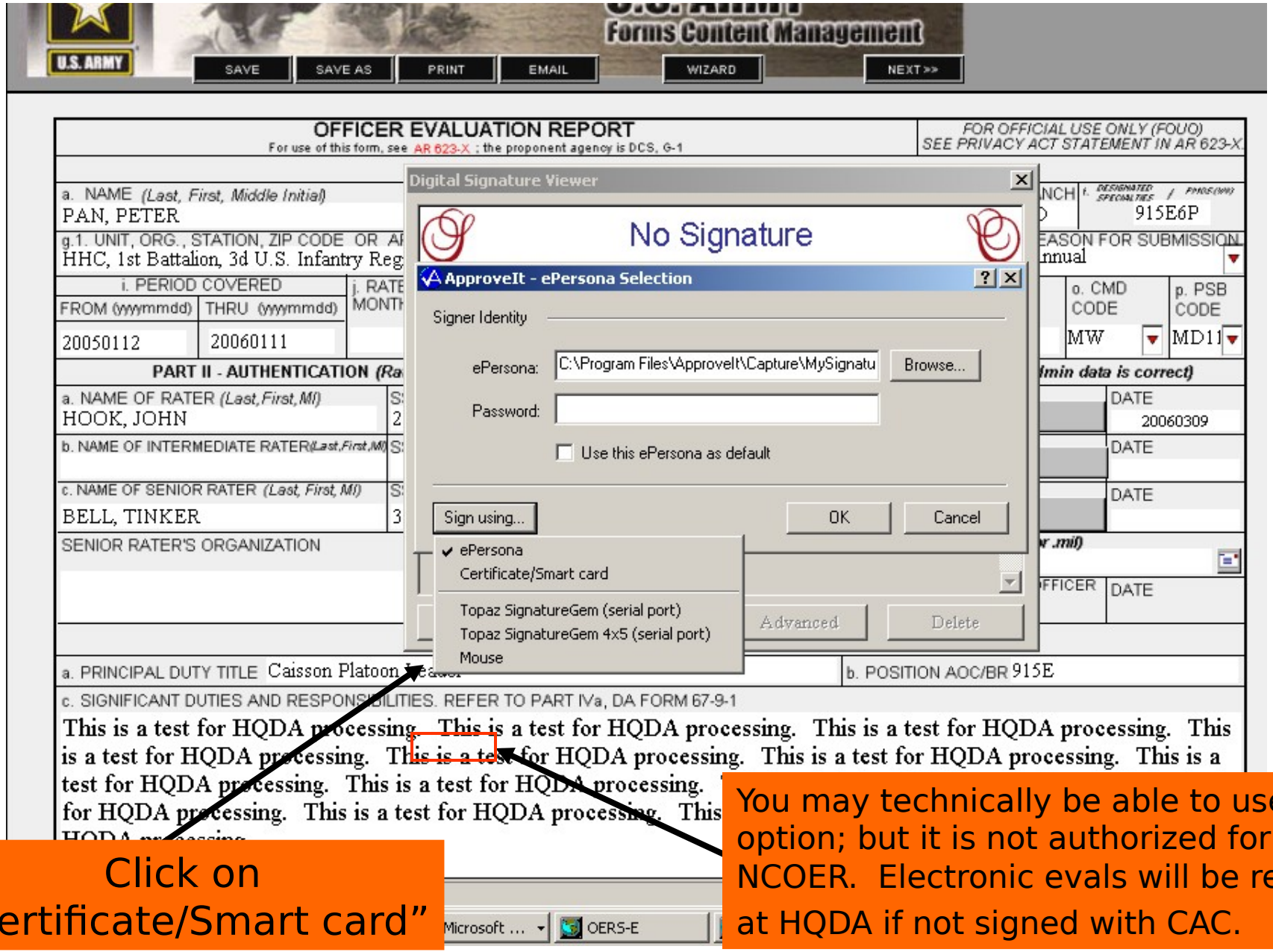
Click on “Sign”


Forms Content Management
U.S. ARMY
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
NOTE: You may need to browse your computer to get to the Approve-it software. The location on your computer should be C:\Program Files \ ApproveIt \ Capture
Look in: Capture
Dawndemo401.cps
Johndemo401.cps
MySignature.cps
File name:
Open
Files of type: ePersona Files (*.cps)
Cancel
OK
Sign
Advanced
Delete
Select "MySignature" and then "Open"
i. PERIOD COVERED
FROM (yyymmdd)
THRU (yyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
DATE
20060309
POSITION AOC/BR 915E
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a



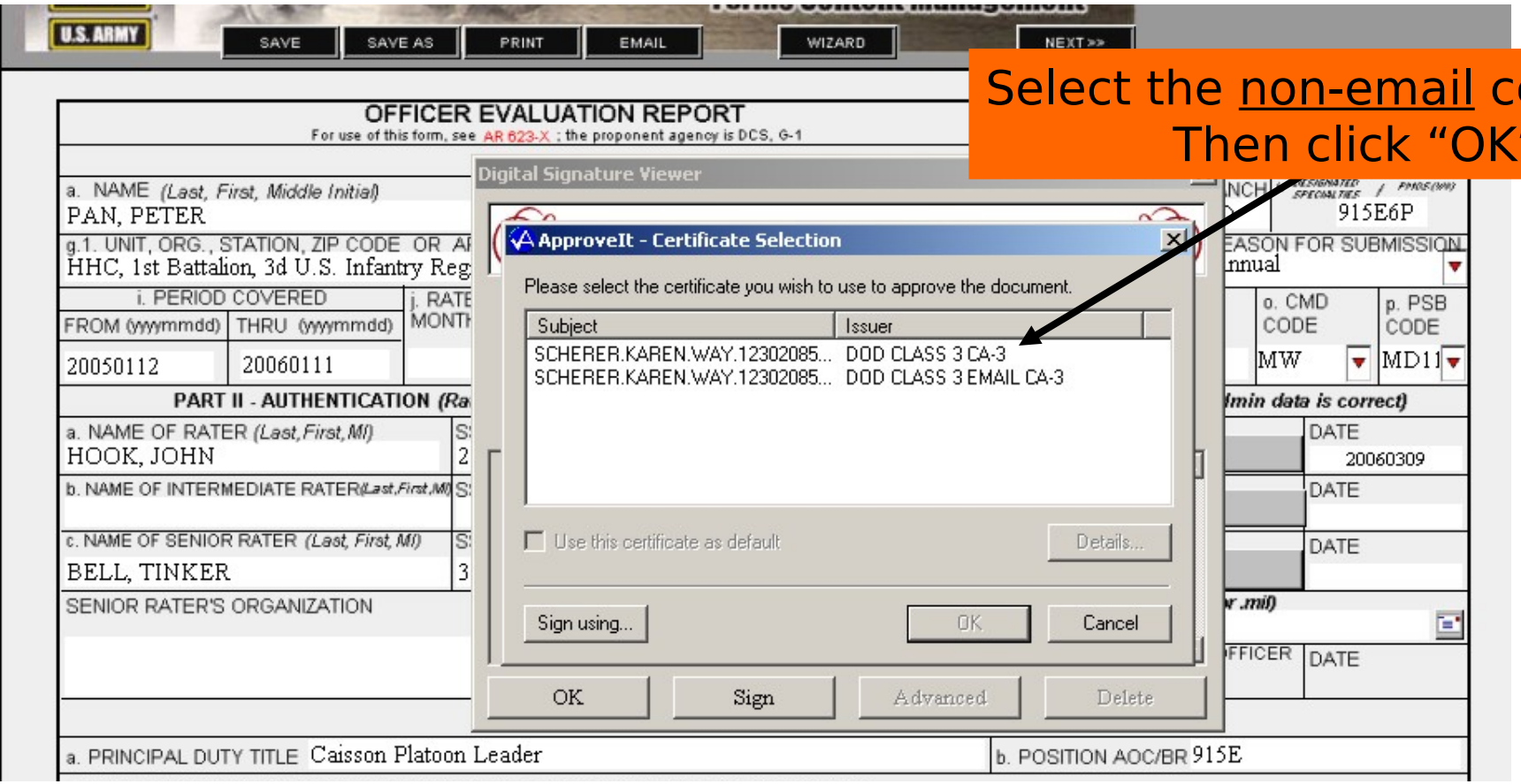
Side Note: If you try and enter your CAC password here, you will get a "incorrect password" notice. You have a few more steps.

Click "Sign using…"

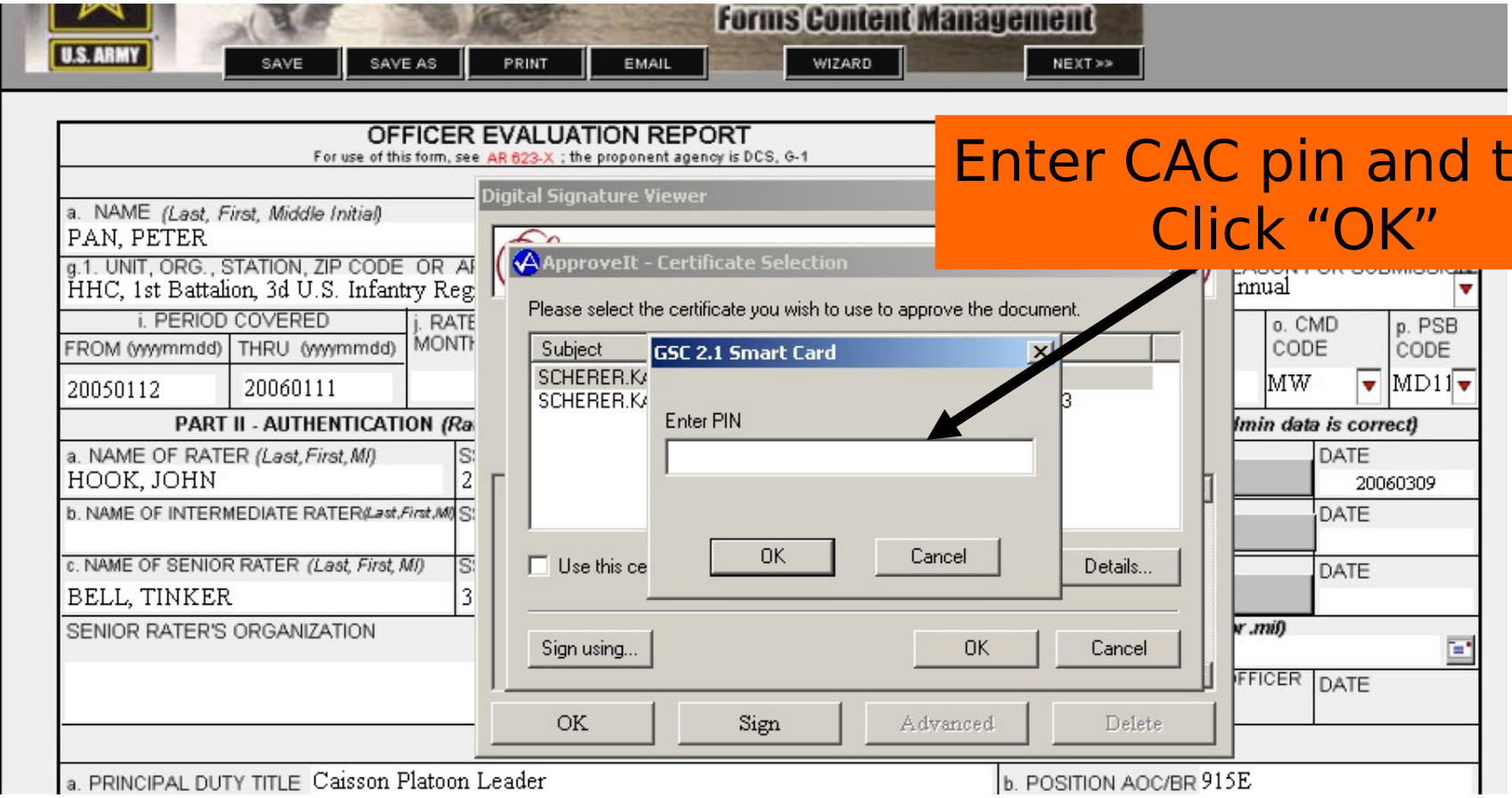

U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AF
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
ApproveIt - ePersona Selection
Signer Identity
ePersona:
C:\Program Files\ApproveIt\Capture\MySignatu
Browse...
Password:
Use this ePersona as default
Sign using...
OK
Cancel
ePersona
Certificate/Smart card
Topaz SignatureGem (serial port)
Topaz SignatureGem 4x5 (serial port)
Mouse
Advanced
Delete
Microsoft ...
OERS-E

Click on Certificate/Smart card"

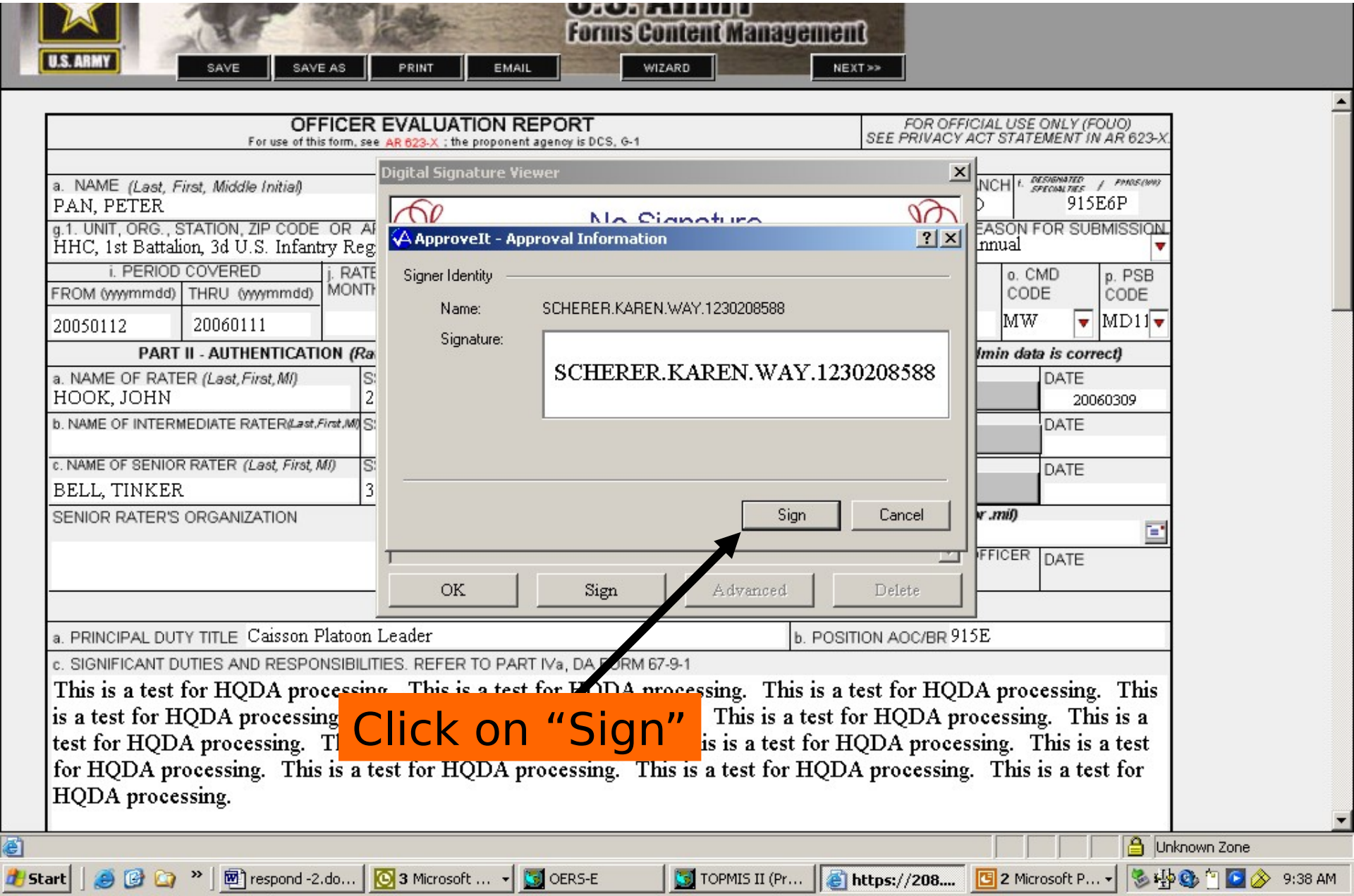
You may technically be able to use this option; but it is not authorized for OER & NCOER. Electronic evals will be rejected at HQDA if not signed with CAC.

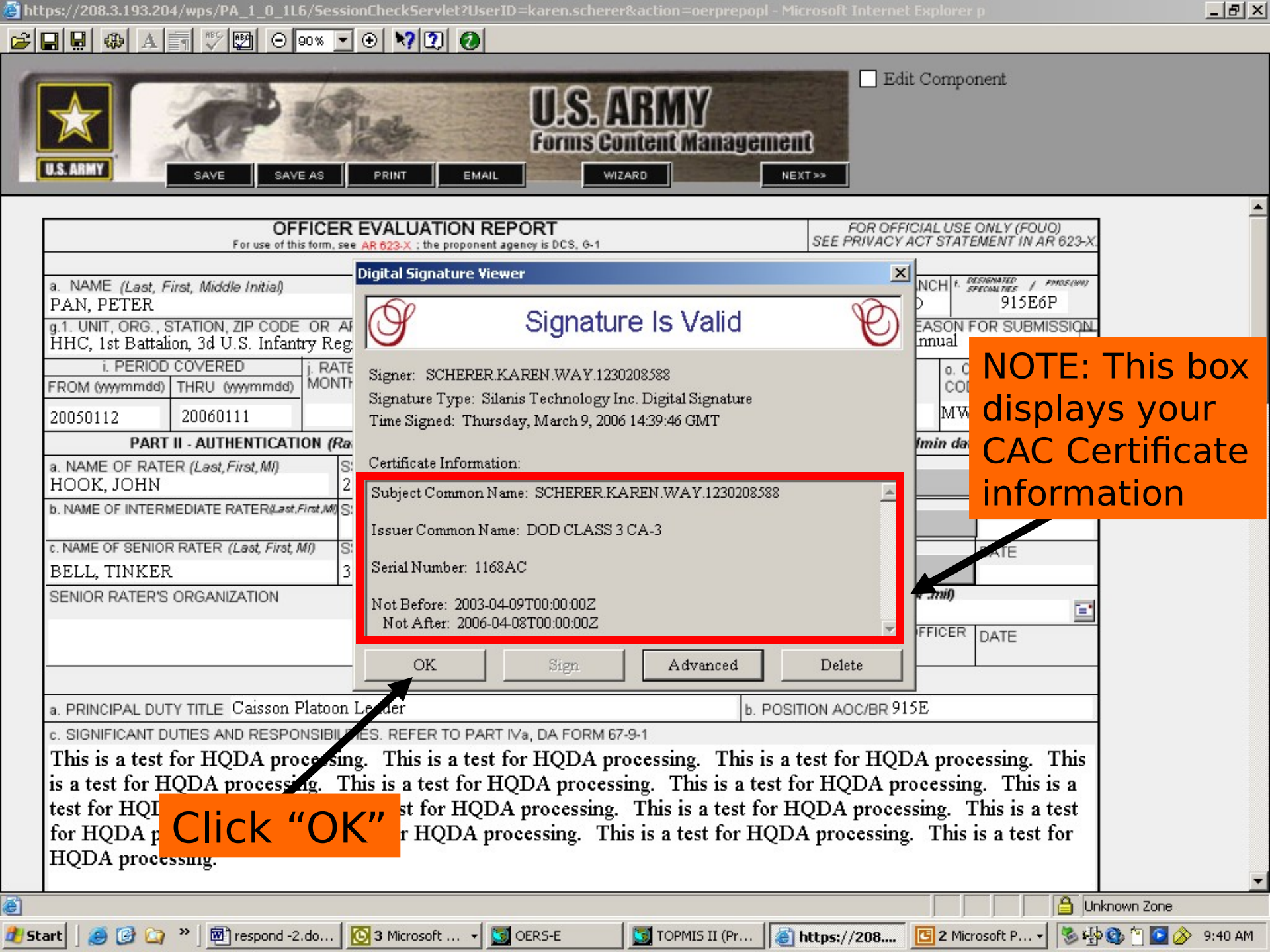


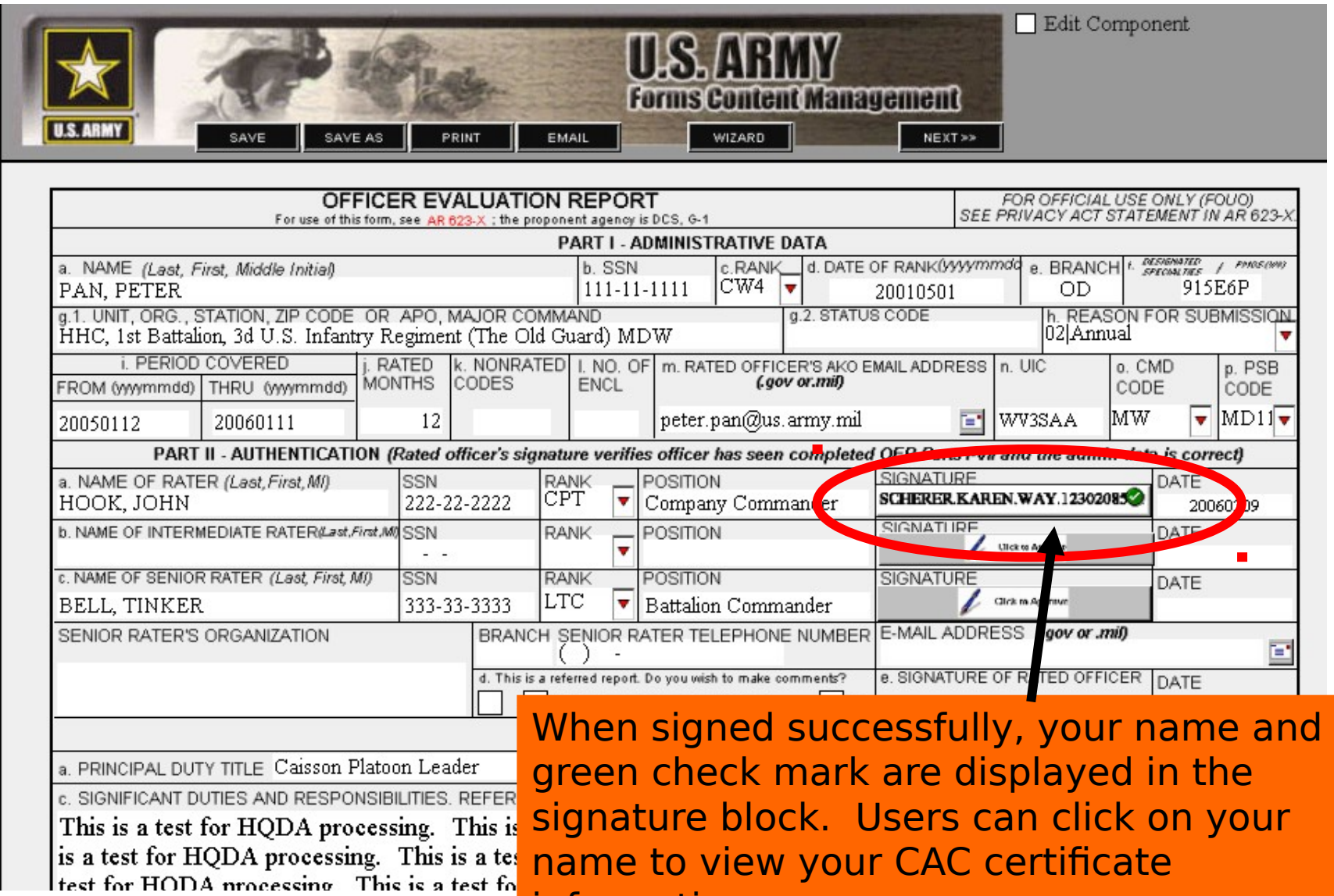
Select the non-email certificat
Then click "OK"



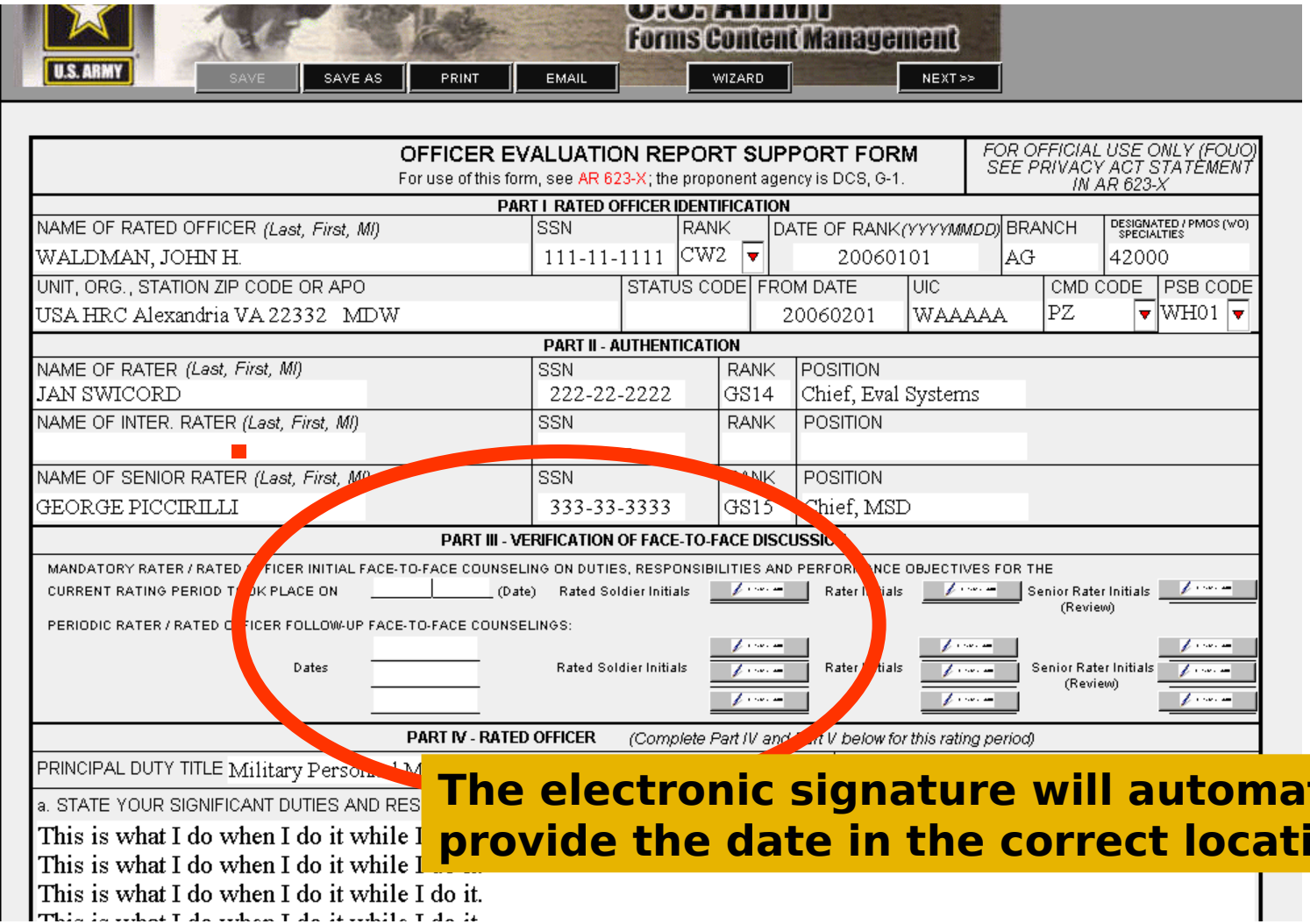
Enter CAC pin and then Click “OK”


U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
915E6P
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
o. CMD CODE
MW
p. PSB CODE
MD11
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
DATE
20060309
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
DATE
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
DATE
SENIOR RATER'S ORGANIZATION
DATE
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Digital Signature Viewer
No Signature
ApproveIt - Approval Information
Signer Identity
Name: SCHERER.KAREN.WAY.1230208588
Signature:
SCHERER.KAREN.WAY.1230208588
Sign
Cancel
OK
Sign
Advanced
Delete
Click on "Sign"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:38 AM

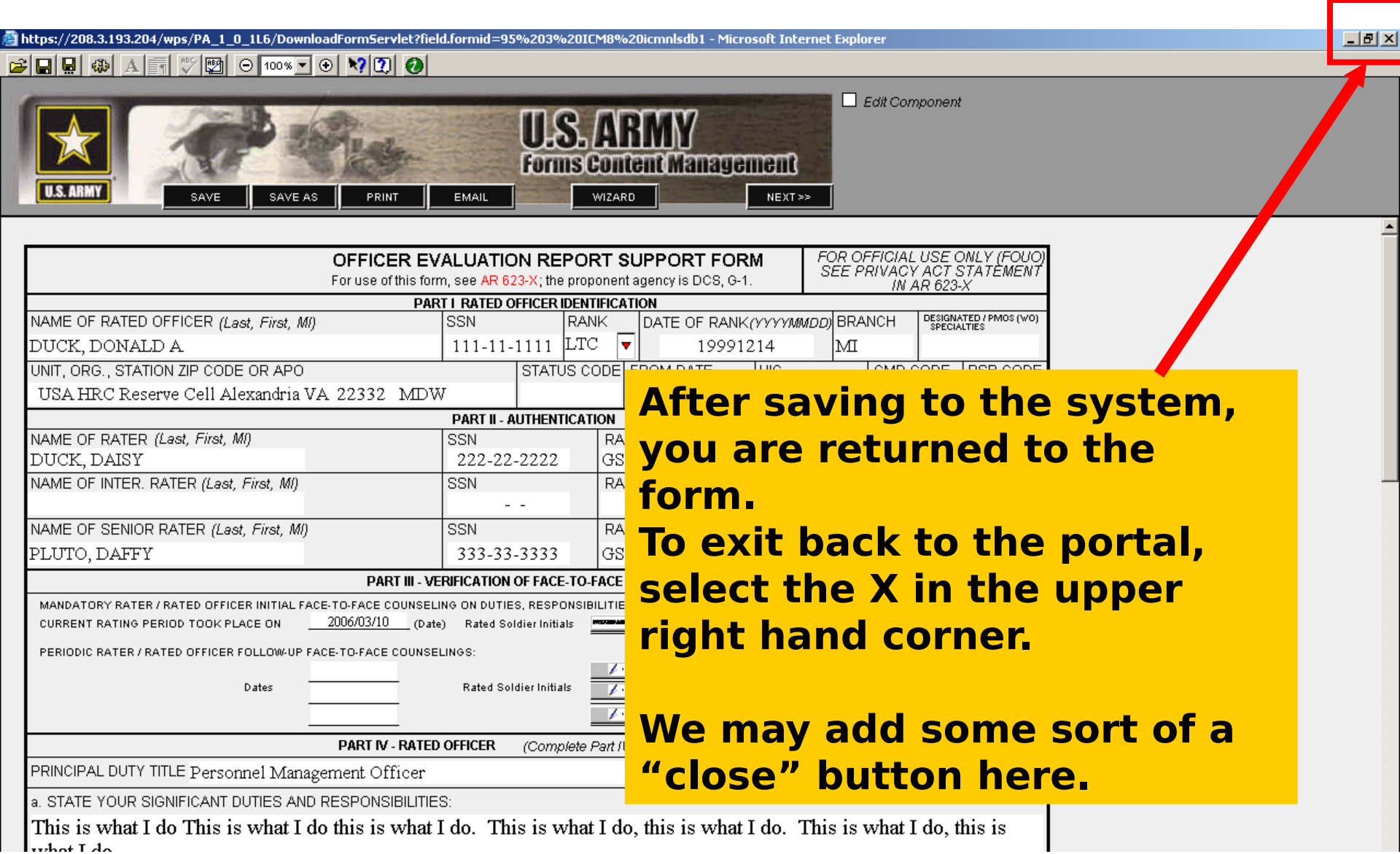

https://208.3.193.204/wps/PA_1_0_1L6/SessionCheckServlet?UserID=karen.scherer&action=oerprepopl - Microsoft Internet Explorer p
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT
For use of this form, see AR 623-X ; the proponent agency is DCS, G-1
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT IN AR 623-X
a. NAME (Last, First, Middle Initial)
PAN, PETER
g.1. UNIT, ORG., STATION, ZIP CODE OR AI
HHC, 1st Battalion, 3d U.S. Infantry Reg
915E6P
i. PERIOD COVERED
FROM (yyyymmdd)
THRU (yyyymmdd)
20050112
20060111
PART II - AUTHENTICATION
a. NAME OF RATER (Last,First,MI)
HOOK, JOHN
b. NAME OF INTERMEDIATE RATER(Last,First,MI)
c. NAME OF SENIOR RATER (Last, First, MI)
BELL, TINKER
SENIOR RATER'S ORGANIZATION
Digital Signature Viewer
Signature Is Valid
Signer: SCHERER.KAREN.WAY.1230208588
Signature Type: Silanis Technology Inc. Digital Signature
Time Signed: Thursday, March 9, 2006 14:39:46 GMT
Certificate Information:
Subject Common Name: SCHERER.KAREN.WAY.1230208588
Issuer Common Name: DOD CLASS 3 CA-3
Serial Number: 1168AC
Not Before: 2003-04-09T00:00:00Z
Not After: 2006-04-08T00:00:00Z
OK
Sign
Advanced
Delete
NOTE: This box displays your CAC Certificate information
a. PRINCIPAL DUTY TITLE Caisson Platoon Leader
b. POSITION AOC/BR 915E
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1
This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing. This is a test for HQDA processing.
Click "OK"
Unknown Zone
Start
respond -2.do...
3 Microsoft ...
OERS-E
TOPMIS II (Pr...
https://208....
2 Microsoft P...
9:40 AM



When signed successfully, your name and a green check mark are displayed in the signature block. Users can click on your name to view your CAC certificate information.



The electronic signature will automatically provide the date in the correct location.


https://208.3.193.204/wps/PA_1_0_1L6/DownloadFormServlet?field.formid=95%203%20ICM8%20icmnlsdb1 - Microsoft Internet Explorer
U.S. ARMY
Forms Content Management
SAVE
SAVE AS
PRINT
EMAIL
WIZARD
NEXT >>
Edit Component
OFFICER EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-X; the proponent agency is DCS, G-1.
FOR OFFICIAL USE ONLY (FOUO)
SEE PRIVACY ACT STATEMENT
IN AR 623-X
PART I RATED OFFICER IDENTIFICATION
NAME OF RATED OFFICER (Last, First, MI)
DUCK, DONALD A
SSN
111-11-1111
RANK
LTC
DATE OF RANK(YYYYMMDD)
19991214
BRANCH
MI
DESIGNATED / PMOS (WO) SPECIALTIES
UNIT, ORG., STATION ZIP CODE OR APO
USA HRC Reserve Cell Alexandria VA 22332 MDW
STATUS CODE
PART II - AUTHENTICATION
NAME OF RATER (Last, First, MI)
DUCK, DAISY
SSN
222-22-2222
NAME OF INTER. RATER (Last, First, MI)
SSN
NAME OF SENIOR RATER (Last, First, MI)
PLUTO, DAFFY
SSN
333-33-3333
PART III - VERIFICATION OF FACE-TO-FACE
MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIE
CURRENT RATING PERIOD TOOK PLACE ON
2006/03/10
(Date)
Rated Soldier Initials
PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:
Dates
Rated Soldier Initials
PART IV - RATED OFFICER
(Complete Part I
PRINCIPAL DUTY TITLE Personnel Management Officer
a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES:
This is what I do This is what I do this is what I do. This is what I do, this is what I do. This is what I do, this is

After saving to the system, you are returned to the form.
To exit back to the portal, select the X in the upper right hand corner.

We may add some sort of a "close" button here.